

Staff Study (C. L. ...)

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Your mechanisms usually, and
that paper is the best organized
effort you have presented.

6 June 1963

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Staff Study

I Statement of Problem

To determine the most
feasible means of selecting training
subjects, materials, and projects
of sufficient common concern in
OTR Schools and Staffs to
merit consideration at regular
OTR Education Committee meetings.

II Assumptions

That the OTR Education
Committee will continue to function
indefinitely.

That Committee activities

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and meeting agenda will be determined in the future, as in the past, mainly by the Committee Chairman.

That the Committee members are willing to devote more time and attention to the selection of training subjects, materials, and media for future Committee consideration.

III Facts Bearing on Problem

The OTR Education

Committee, organized in 1959, consists of one representative from each OTR School and Staff and functions under the Chairmanship of OTR's

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Educational Specialist

Committee activities

and responsibilities have not been specifically defined; however, the Committee has restricted its functions generally to training matters of common concern to all OTR segments.

Some typical subjects and activities selected from the records of the monthly meetings are:

1. "In Basket" technique for management training.
2. Use of Programmed Instruction in OTR.

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3. Audio - Visual Training Exhibit

4. Visit to Fort Belvoir to observe its training methods and media

5. Use of closed - circuit TV in OTR

6. The pros and cons of part-time OTR courses

7. Development of a training handbook

8. Lesson planning techniques

IV Discussion (of the Ed. Comm.)
Each meeting has been planned

and chaired by the OTR Educational

Specialist. Also, he has organized

and directed every Committee activity

and project. —————→

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IV Discussion

The Chairman continues to elicit suggestions from the members individually, but nobody has much to offer. Consequently, the Chairman is left to his own devices, and his "one-man" show is not generating much Committee interest or action. Recently, the Chief, PPS questioned the feasibility of the OTR Education Committee. The Director of Training, however, thinks that the Committee can serve a worthwhile service, if used properly.

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Under these circumstances, immediate action is necessary to revive Committee interest and direct ^{action?} their efforts into more productive and meaningful channels.

The most significant Committee project was accomplished through sound group planning and individual implementation of the plans under the Educational Specialists guidance. This was the training handbook project. The entire Committee determined that OTR

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needed a concise reference for its new
instructors which would provide

basic guidance in methodology
and instructional aids. Additionally,
the Committee selected the
chapter headings and each
Committee member volunteered
to write a portion of the handbook,
under the Educational Specialist's
supervision. The handbook,
"Guidelines for Effective
Training," was completed
rapidly and its use in OTR
and elsewhere seemingly attests

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& its value.

Committee interest and activity reached a high point in producing "Guidelines for Effective Training;" however, since its publication 2 years ago, very little has been accomplished by the Committee. In fact, several members seem to be fabricating excuses for their nonattendance at regular meetings.

over-
statement?

Based on past experience, the OTR Education Committee accomplishes its mission only when

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The total Committee selects its agenda, plans its projects, and collectively implements Committee decisions. Consequently, immediate action should be taken to revitalize the Committee by reinvesting it with responsibility for determining its meeting agenda and projects and implementing its decisions.

To revitalize the Committee will require concerted action by the Director of Training and the Educational

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Specialist. Therefore, the Director of Training, through the Educational Specialist, should call a special meeting of the OTR Education Committee to select the training subjects, materials, and projects for future Committee consideration. In fact, the Director and his Educational Specialist should plan this special meeting, so that every Committee member will be made fully aware of present conditions. Then the Chairman, making proper

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reference to the training handbook project, can lead the members to conclude that the total membership must select future subjects and projects, probably semi-annually, and empower the Chairman to implement the plans. Thus, much of the Committee's former interest and effectiveness could be revived.

V Conclusions

The total Committee should, on a recurring basis, select its agenda, activities, and projects, with the Educational

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specialists serving as Chairman
and coordinators of activities.

VI Recommendation

That the Director of
Training, through the
Educational Specialist, call
a special meeting of the OTR
Education Committee for the
purpose of selecting future
agenda, activities, and projects
and deciding on ways of implementing
their programs and projects.
(See Attachment A - Notice of Committee meeting)

CONCURRENCE:

(13)

APPROVAL:

MATTHEW BAIRD,
Director of Training

STATINTL

MEMORANDUM FOR: (Members of OTR Education
Committee)

SUBJECT: Special Meeting

1. A special meeting of the OTR Education
Committee will be held 20 June 1963 at
1000 hours in Room 1A13. If you
cannot attend, please contact the Chairman
(extension 6044) and suggest an
alternate.

2. The Director of Training has requested
this special meeting for planning
purposes. He thinks it imperative.

that our total Committee select future programs and projects, thus insuring that the Committee's work will better serve current OTR requirements.

3. Please come prepared to suggest training subjects, materials, and projects of sufficient common concern in OTR Schools and Staffs to merit consideration at regular OTR Education Committee meetings. [Also,] your plans for implementing the suggestions will be solicited.

4. At this special meeting, we should
be able to determine our agenda for
the next six months. If you have
any questions, please call [REDACTED] (x6044).

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Chairman